

## A. Acceptable Forms of Identification

You must have a valid Social Security number to apply for any permit, license, or ID, including a replacement or a renewal. If you do not have a valid Social Security number, you must present a written denial notice, satisfactory to the Registrar, from the Social Security Administration explaining why you can't obtain a Social Security number.

In addition, you must also show a Social Security Card or a valid, current U.S. or current non-U.S. Passport. You must also present three (3) pieces of identification from the Registry's Primary and Secondary ID lists. At least one (1) of the three (3) pieces must be from the Primary list. Together, the documents must establish date of birth, signature, and Massachusetts residency. All documents must be originals. Photocopies will not be accepted.

**Note:** If you present any document that is inconsistent with the concept of your being a resident of Massachusetts (such as B1 or B2 or other short term visa status, or an expired visa status or documents showing an out-of-state residence), you will not be considered a resident and an application for a Permit, License or Mass ID will be denied.

### ***Primary Documents (P)***

1. Current or expired U.S. or non-U.S. passport with photograph and signature
2. Current or expired Massachusetts Firearms Permit, with photograph, signature, and date of birth
3. School yearbook, not more than 10 years old, with applicant's photograph and name
4. Certain Bureau of Citizenship and Immigration Services documents and other U.S. Government immigration documents (***see Acceptable Immigration Documents on the next page***).
5. Current or expired U.S. military (or military dependent) ID with photograph, signature, and date of birth
6. Current or expired U.S. Coast Guard Merchant Mariner card with photograph, signature, and date of birth
7. Current Massachusetts learner's permit or ID card
8. Expired Massachusetts driver's license or ID card (not expired more than 1 year)
9. Current or expired license (not expired more than 1 year) with photograph, applicant's signature, and date of birth that is issued by a state, territory, or possession of the United States, the District of Columbia, a province of Canada, or a state of Mexico or the Federal District of Mexico City (*a certified copy is acceptable*)

10. Original birth certificate issued in the United States or its territories or a copy certified by the agency that issued the original certificate or a copy certified by a Bureau of Vital Statistics or a state Board of Health within the United States (**a hospital issued certificate is not acceptable**)
11. Certified or attested copy of a court order of a federal, state, or county court within the United States that contains a raised court seal and includes the applicant's full name and date of birth (*examples include an adoption document, a name change document, and a gender change document*)
12. Original or certified copy of a baptismal certificate, provided the original certificate was issued within 1 year of the applicant's birth by a church in the United States and contains the applicant's date of birth
13. Original letter issued by the principal, headmaster, or official keeper of the records of a Massachusetts school that indicates the applicant is currently a resident student and that includes the applicant's name and date of birth

### **Acceptable Immigration Documents**

If the document has an expiration date which has passed, the document is not acceptable.

1. Certificate of Naturalization .....N-550, or N-570
2. Certificate of Citizenship .....N-560, or N-561
3. U.S. Citizen Identification Card .....I-179 or I-197
4. Resident Alien Card ("Green Card") .....I-151, I-551, AR-2, AR-3
5. Temporary Resident Identification Card .....I-688
6. Non-Resident Alien Canadian Border Crossing Card ..I-185 or I-586
7. Record of Arrival or Departure (in valid Foreign Passport) .....I-94
8. Processed for I-551 stamp (in valid, Foreign Passport)
9. Permanent Resident Re-entry Permit .....I-327
10. Refugee Travel Document .....I-571
11. Employment Authorization Card .....I-688A, I-688B, I-766
12. Documents specific to the applicant based upon decisions of the U.S. Department of State, U.S. Department of Justice (including Executive Office for Immigration Review, Board of Immigration Appeals and former Immigration and Naturalization Service), or U.S. Department of Homeland Security (including Bureau of Citizenship and Immigration Services.)

\*(An I-94 or I-551 and the valid foreign passport it is within, count as only one (1) Acceptable Document)

## **Secondary Documents (S)**

1. Home mortgage, lease, or loan papers with the applicant's name and signature
2. Life insurance papers with the applicant's name, signature, and date of signing
3. U.S. military discharge papers (DD 214), with the applicant's date of birth and signature
4. Notarized copy of a completed income tax return filed with the IRS or a state revenue department (*not more than 1 year old if used to confirm residence*). A W-2 form is not acceptable
5. A bank passbook, bank statement, or checkbook with the applicant's pre-printed name and address
6. Original or certified copy of a divorce decree
7. Original or certified copy of a marriage certificate
8. Original or certified copy of a non-U.S. birth certificate (*if not in English must be accompanied by an acceptable translation*)
9. Current or expired ID (not expired more than 1 year) with photograph and applicant's signature, issued by a U.S. agency; the District of Columbia, a state, a municipality, a territory, or a possession of the United States, a province of Canada, or a state of Mexico or the Federal District of Mexico City
10. Bureau of Indian Affairs or Indian Treaty Card (*tribal ID is not acceptable*)
11. A utility bill (no more than 60 days old) or a property tax or an excise tax bill that is for the current or the immediate prior year and that contains the applicant's name and address
12. Canceled bank check (*copy acceptable if issued as part of a monthly statement*) with signature and preprinted address and dated not more than 60 days earlier
13. Original Massachusetts Department of Correction (DOC) Certificate of Discharge or Release
14. Current or expired non-U.S. driver's license with applicant's signature (*if not in English must be accompanied by an International Driving Permit or another acceptable translation*)
15. Tuition bill, not more than 12 months old or student loan coupons, with a due date of not more than 12 months old with applicant's current address
16. Original school transcript with name and address

**NOTE:** It is not the function of RMV employees to advise you about which documents to present. No specific type of document on either

list is required or preferred. In following these policies and procedures, RMV employees apply the same eligibility requirements to all applicants equally, without regard to race, sex, creed, national origin, or English-speaking ability.

The issuance of a driver's license, learner's permit, or ID card is not a determination of whether or not a person has legal or illegal immigration status. That is the responsibility of the Bureau of Citizenship and Immigration Services.

### ***Translation Required***

If you present a document that is not written or printed in the English language, the Registrar may require the document to be accompanied by an original translation that is certified by a bilingual Massachusetts Notary Public; a bilingual teacher at an accredited Massachusetts college, university, or private language school; or by the local consulate for the document's country of origin. The interpreter's name, address, and telephone number must accompany the translated document.

### ***Rejection of Documents, Photographs, and Applications***

The Registrar reserves the right to reject any document which, in his/her opinion or in the opinion of his/her designee, is not genuine or, if genuine, has been altered, defaced, or rendered illegible to such an extent that it cannot be relied on as credible evidence that the applicant meets the specific requirements for which the document is presented. The Registrar also reserves the right to reject any document that purports to contain a photograph of the applicant if, in the opinion of the Registrar or his/her designee, the photograph bears little or no resemblance to the applicant.

The Registrar may reject an application, regardless of the content of the documents presented, if the Registrar or his/her designee has a good faith reason to believe, based on other documents, statements from the applicant, or information from usually reliable sources, that the applicant does not satisfy the requirement for minimum age or genuine signature or is not truly a Massachusetts resident.

The Registrar further reserves the right to reject an application if the Registrar or his/her designee has a good faith reason to believe, based on a review of the documents and the demeanor of the applicant or sponsor, that the applicant is not the individual the documents or the sponsor purports to identify or provide support for, as part of an application for a learner's permit, driver's license, or ID card.

**NOTE:** A "good faith reason" is one that is based on objective facts and observations that are unrelated to the applicant's race, sex, creed, national origin, or English-speaking ability.

## ***Review of Rejected Documents and Applications***

If one or more of the documents you present when applying for a driver's license, learner's permit, or ID card is rejected and your application is denied because you do not have other acceptable documents with you, you have several options, as described in the following.

### ***Initial Decision and Your Options***

After reviewing your documents, an RMV counter official will make the initial decision. If the counter official rejects your application, he or she should give you a form indicating the reason(s) for the rejection. This is the **Document Verification/Rejection Form**. You have 10 days from the time you receive this form from the counter official to file an appeal with the Board of Appeals. Do not leave the counter without receiving this form.

You may choose to correct the problem that caused your application to be rejected, such as obtaining the appropriate documents and returning later with a new application, or you may seek further review by an RMV supervisor. The RMV offers an informal review process in each full-service Branch so that an application (or accompanying document) that is rejected by a counter official in that Branch may be reviewed by the Manager (or the Manager's designee). You may also appeal to the Board of Appeals by paying the \$50 fee and filing the appropriate form. You must file any appeal within 10 days of the counter official's original decision.

### ***Informal Review***

You may present the form for review to the Branch Manager (or the Manager's designated assistant). Ordinarily, your requested review will be conducted immediately after the counter official's denial of your document/application. If, however, the reviewer believes that a further verification attempt may help to establish the authenticity of a disputed document, the reviewer may make a copy of the document, return the original to you, try to obtain such verification, if possible, and make a decision within 2 business days. If the reviewer disagrees with the counter official's decision, you may be asked to return to the counter for further processing, unless the reviewer finds an additional basis for rejection. If the reviewer upholds the rejection, you will be given a copy of the decision that is signed by the reviewer, indicating the reason for the rejection and reminding you of your right to file a formal "appeal" within 10 days of the counter official's original decision.

### ***Appeals***

Remember, you must file any appeal within 10 days after you have first received a written copy of the **Document Verification/Rejection Form** from the counter official. Any additional time required by the informal review does not extend the 10-day period. A formal appeal may be filed

only with the Board of Appeals on Liability Policies and Bonds at the following address with a check or money order for \$50.

Board of Appeal on Motor Vehicle Liability, Policies and Bonds  
Division of Insurance  
1 South Station, 5th floor,  
Boston, Ma. 02110  
617-521-7478

### ***Penalties***

Severe penalties are imposed on a person who violates the law in obtaining or possessing a driver's license, learner's permit, or ID card. Following is a brief description of some of those penalties.

Whoever loans or knowingly permits his or her license or learner's permit to operate motor vehicles to be used by any person, or whoever makes false statements in an application for such a license or learner's permit, or whoever knowingly makes any false statements in an application for registration of a motor vehicle, shall be punished by a fine of not less than \$20 nor more than \$200 dollars or by imprisonment for not less than 2 weeks nor more than 2 years or both (MGL c.90, §24).

Whoever falsely makes, steals, alters, forges, or counterfeits or procures or helps another falsely make, steal, alter, forge, or counterfeit a learner's permit, a license to operate motor vehicles, or an ID card or whoever has or uses such a permit, license, or ID card may be punished by a fine of not more than \$500 or imprisonment in a state prison for up to 5 years or in a jail or house of correction for not more than 2 years (M.G.L. c.90, §24B).

Anyone who falsely impersonates the person named in the application for a license or learner's permit, or anyone who procures or helps another to falsely impersonate the person named in the application, or who uses a name other than his or her own to falsely obtain such a license, or whoever possesses or uses a license or permit to operate a motor vehicle that was obtained in such a manner shall be subject to the same penalties (MGL c.90, §24B). Whoever is convicted of a violation of MGL c.90, §24B, shall also have his or her license, or right to operate, suspended for a minimum of 1 year.

Any person who swears or affirms falsely in regard to any matter or thing respecting which an oath or affirmation is required by the Registrar or by MGL c. 90 shall be deemed guilty of perjury (MGL c.90, §28). In addition, falsification of any information provided to obtain, renew, transfer, or upgrade a driver's license or learner's permit may result in a suspension of driving privileges.